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14 APR 1961

MEMORANDUM FOR: Chief, WE Support Staff

SUBJECT : WE Division Paperwork Management

1. In accordance with your request, we have completed a review of paperwork throughout the Division. The objective was the identification of problem areas with emphasis on problems of common concern.

2. The problems identified are grouped in categories which are described in the Summary. (See Attachment A.) The findings on each problem area, with recommendations for their solution, are presented in Attachment B.

3. The recommendations made in this study will, in some instances, involve more detailed study and analysis. After your review of this paper, it is suggested that we meet to discuss any questionable areas; to establish a priority for further action; and to determine whether the additional study and analysis required should be undertaken by WE Division or with our assistance.

4. The cooperation and cordial reception extended by WE Division personnel during this phase of the study is appreciated.

STAT

Acting Chief,  
Management Analysis Staff  
(DD/P Area)

Attachments:  
A and B

041 - Addressee

2 - MAS-DD/P

1 - LRP-K)40(5/12/61)

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